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## ABSTRACT

To measure the effectiveness of the services provided to users of elementary school media centers, a survey instrument has been developed to poll teachers, students, or administrators. Ratings cover nine broad service categories: accessibility, awareness, professional materials, utilization, planning, acquisition, production, evaluation, and activity. Users of the guide can tailor an evaluation instrument for their own needs by selecting only those items which apply to the services they offer. Over 30 items are listed in each service category. (EMH)

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# P S E S

## PURDUE SELF-EVALUATION SYSTEM FOR SCHOOL MEDIA CENTERS

### Elementary School Catalog

by

DAVID V. LOERTSCHER

and

JANET G. STROUD

R 003 830

David Loertscher  
Purdue Research Foundation

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## PURDUE SELF-EVALUATION SYSTEM

There are many facets of a media center program that can be measured. These might include facilities, staffing, budget, collection, circulation, etc. But many professionals agree that one of the more effective measures is to evaluate the services provided by the media staff to the users.

The Purdue Self-Evaluation System (PSES) for Media Centers, a service developed in the Media Sciences Section of Purdue University, offers media specialists an inexpensive yet thorough technique for involving teachers, students and administrators in the evaluation of media center services.

The unique feature of PSES is that the media specialist may tailor-make the evaluation instrument to the service program of a specific media center. It may constitute one portion of a comprehensive planning and evaluation system or it may simply be exploratory in nature.

The catalog encompasses nine broad service categories: Accessibility, Awareness, Professional, Utilization, Planning, Acquisition, Production, Evaluation, and Activity. The media specialist may wish to concentrate on a few categories or do a broad survey over all categories. The media specialist also may query one user group or several to include administrators, media staff, teachers, and students.

PSES measures the user's perception of both frequency and variety of services offered by the media center. The technique can also be used to compare the media staff's perception of the service program with any of the user group's perceptions. Media specialists are advised to select those items which match their own program objectives.

The catalog was developed originally in cooperation with the Indiana Department of Public Instruction in a survey of elementary school media centers during the 1974-75 school year. It has also been used in several doctoral dissertations including two in Indiana, one on grades 10-12 and one on grades 6-9. There is a certain amount of bias represented in this instrument toward services emphasized in the *Media Programs District and School* (AASL & AECT 1975), that is, both library and audiovisual services as well as instructional development services have been included.

Once the media specialist has chosen items from the catalog, individualized questionnaires will be supplied for each user group to the school. Schools may then reproduce the questionnaires and collect the data (directions and answer sheets which can be machine scored will be provided). The data will be processed at Purdue and an item-by-item computerized comparison of the responses made by the media staff, teachers, students, and administrators will be sent to the school.

Schools may wish to bypass the Purdue computer services entirely and adapt parts of the catalog to their own measurement needs. The authors encourage this type of use as long as credit is given to the authors for items used from the catalog.

### Item Selection

Several reasons could influence a media specialist's choice of a particular item. For example, one might wish to offer a service and would like to "educate" the user to its possible implementation. The service chosen may be relatively new and the media staff wishes to check the awareness of the users as to its existence. The media specialist may also want to find out what segments of the user groups are taking advantage of a particular service. (For example, what percentage within each grade level takes advantage of a particular service.)

The master catalog contains services in nine different categories (Accessibility, Awareness, etc.) Three columns for media staff, teachers, and students, are beside each service statement. An "x" in a column indicates which group the statement may be used for, let us look at item #7, for example

### M T S

x   x   The media center is used for meetings of student organizations.

This item may be selected to be answered by *either* the media staff, the students, or both. The item is not available for the teacher questionnaire.

The ITEM SELECTION SHEETS contain three columns. M = Media Staff, T = Teachers, S = Students. To select your item, merely check the appropriate item number of the ITEM SELECTION SHEET in the column desired. For example, on item #1, if you wish to have this item included on *both* your questionnaires, check the appropriate blanks. If you wish the item to appear only on the teacher questionnaire, check that blank.

Any item or part of an item may be selected. In like fashion, any category or part of category may be omitted. Items designed for use by the students have been personalized and simplified in language. (See Student Catalog) **DO NOT SELECT MORE THAN 150 ITEMS FOR THE MEDIA STAFF.** The recommended maximum number of items for teachers is 75, for students, 50.

Please note that all items you choose will be answered by all respondents on the following scale

- A = Regularly
- B = Occasionally
- C = Rarely or never
- D = Don't know

### *Cost*

The use of Purdue computer facilities will cost \$25.00 per school plus 4¢ per respondent. This amount pays for one copy of each questionnaire (media staff, teacher, and student), all op scan answer sheets, data processing and analysis, and one copy of a final report. General guidelines for interpretation of the results will be provided. However, if the school wishes to have further interpretation and consultation concerning the analysis and steps for program improvement as a result of the research, the authors are available for consultation both by telephone conference call or by visitation.

If you want Purdue to process your data and prepare an item-by-item computerized comparison of the responses made by the media staff, teachers, and students, return only the ITEM SELECTION SHEETS to Dr. Janet G. Stroud. If comments or questions arise, contact Dr. Stroud at (317) 749-2902. Address all correspondence to:

Dr. Janet G. Stroud  
Media Sciences  
Education Building 112  
Purdue University  
West Lafayette, IN 47907

# ACCESSIBILITY SERVICES

M T S

The media center is used for

1. ☒ ☒ scheduled class visits (weekly, semi-weekly, etc.)
2. ☒ ☒ class use upon teacher request (other than scheduled visits)
3. ☒ ☒ small groups upon teacher request
4. ☒ ☒ individual student research
5. ☒ ☒ individual student enjoyment

The media center is used for meetings of

6. ☒ ☒ faculty
7. ☒ ☒ student organizations
8. ☒ ☒ administrators or school boards
9. ☒ ☒ school-related parent groups

The media center provides books for

10. ☒ ☒ temporary reserve collections for instructional units
11. ☒ ☒ temporary room collections for instructional units
12. ☒ ☒ permanent room or department collections

The media center provides AV materials for

13. ☒ ☒ temporary reserve collections for instructional units
14. ☒ ☒ temporary room collections for instructional units
15. ☒ ☒ permanent room or department collections

The media center provides AV equipment for

16. ☒ ☒ loan to teachers (1 day or less)
17. ☒ ☒ loan to teachers (less than 30 days)
18. ☒ ☒ temporary loan to department
19. ☒ ☒ permanent loan to teachers
20. ☒ ☒ permanent loan to department

Students use the media center

21. ☒ ☒ before school
22. ☒ ☒ after school

Teachers use the media center

23. ☒ ☒ before school
24. ☒ ☒ after school

Students take home from the media center

25. ☒ ☒ books
26. ☒ ☒ AV materials
27. ☒ ☒ AV equipment

Students check out for building use

28. ☒ ☒ books
29. ☒ ☒ AV materials
30. ☒ ☒ AV equipment

## ACCESSIBILITY SERVICES (cont.)

### M T S

31. ☒ ☒ Teachers *have time* to come to the media center.
32. ☒ ☒ Students *have time* to come to the media center.
33. ☒ ☒ Teachers have time to consult with the media staff.
34. ☒ ☒ ☒ Books are kept in repair.
35. ☒ ☒ ☒ AV materials are kept in repair.
36. ☒ ☒ ☒ AV equipment is kept in operating condition.
37. ☒ ☒ ☒ Students use AV equipment in the media center.

## AWARENESS SERVICES

### M T S

Teachers are given information about

38. ☒ ☒ new AV equipment in the building
39. ☒ ☒ new books and AV materials in the media center
40. ☒ ☒ services available from the district media center (library)
41. ☒ ☒ services available from other libraries in the area
42. ☒ ☒ community resources (guests, field trips, etc.)
43. ☒ ☒ existing media center services
44. ☒ ☒ newly added media center services

Students are given information about

45. ☒ ☒ new AV equipment in the media center
46. ☒ ☒ new books and AV materials in the media center
47. ☒ ☒ services available from the district media center (library)
48. ☒ ☒ services available from other libraries in the area
49. ☒ ☒ community resources (guests, field trips, etc.)
50. ☒ ☒ existing media center services
51. ☒ ☒ newly added media center services

The media staff sponsors special programs for

52. ☒ ☒ National Library Week, Book Week, etc.
53. ☒ ☒ local events of importance
54. ☒ ☒ national events
55. ☒ ☒ school-public library cooperative efforts

The media staff promotes the media program via

56. ☒ ☒ news releases
57. ☒ ☒ radio or TV
58. ☒ ☒ displays or bulletin boards
59. ☒ ☒ programs for parents
60. ☒ ☒ programs for administrators
61. ☒ ☒ presentations to the school board
62. ☒ ☒ presentations to community groups

## PROFESSIONAL SERVICES

M T S

- The *school* media staff acquires for the professional collection
- 63. ☒ ☒ books
  - 64. ☒ ☒ periodicals
  - 65. ☒ ☒ AV materials
  - 66. ☒ ☒ research reports
  - 67. ☒ ☒ curriculum guides

- The *district* media staff acquires for the professional collection
- 68. ☒ ☒ books
  - 69. ☒ ☒ periodicals
  - 70. ☒ ☒ AV materials
  - 71. ☒ ☒ research reports
  - 72. ☒ ☒ curriculum guides

- In-service topics for teachers include
- 73. ☒ ☒ integrating media center materials into instruction
  - 74. ☒ ☒ utilizing media center services effectively
  - 75. ☒ ☒ producing AV materials
  - 76. ☒ ☒ utilizing AV equipment
  - 77. ☒ ☒ existing media center services
  - 78. ☒ ☒ newly added media center services

- The media staff works with teachers/counselors to help
- 79. ☒ ☒ improve student progress in learning
  - 80. ☒ ☒ students with their personal problems
  - 81. ☒ ☒ students make career decisions

## UTILIZATION SERVICES

M T S

- Teachers are helped to locate materials in
- 82. ☒ ☒ the media center collection
  - 83. ☒ ☒ the various classroom collections

- The media staff assists teachers by
- 84. ☒ ☒ suggesting various uses of media center materials
  - 85. ☒ ☒ locating materials of various difficulty and interest levels
  - 86. ☒ ☒ demonstrating the versatility of AV equipment
  - 87. ☒ ☒ aiding in the use of equipment and accessories

- Reference service in the media center is given teachers by
- 88. ☒ ☒ answering simple questions (e.g., who wrote *Charlotte's Web*?)
  - 89. ☒ ☒ answering more complex questions
  - 90. ☒ ☒ requiring teachers to try to answer their own questions
  - 91. ☒ ☒ referring teachers to resources not in the media center



# UTILIZATION SERVICES (cont.)

M T S

Reference service in the media center is given *students* by  
 answering simple questions (e.g., who wrote *Charlotte's Web*?)  
 answering more complex questions  
 requiring students to try to answer their own questions  
 referring students to resources not in the media center

92. ☒ ☒ ☒  
 93. ☒ ☒ ☒  
 94. ☒ ☒ ☒  
 95. ☒ ☒ ☒

Instruction in the use of the media center is  
 given as a unit of instruction  
 integrated into classroom instructional units  
 given informally upon request

96. ☒ ☒ ☒  
 97. ☒ ☒ ☒  
 98. ☒ ☒ ☒

Instruction in the use of the media center is given to  
 individual students

99. ☒ ☒ ☒  
 100. ☒ ☒ ☒  
 101. ☒ ☒ ☒  
 102. ☒ ☒ ☒

small groups  
 classes and/or large groups  
 new students

Instruction in the use of the media center is given by  
 teacher and media staff in a team approach  
 the teacher  
 the media staff

103. ☒ ☒ ☒  
 104. ☒ ☒ ☒  
 105. ☒ ☒ ☒

Group guidance is given by the media staff through  
 book or media talks on recreational materials  
 book or media talks on materials for classwork  
 distribution of materials lists  
 displays, exhibits and/or bulletin boards

106. ☒ ☒ ☒  
 107. ☒ ☒ ☒  
 108. ☒ ☒ ☒  
 109. ☒ ☒ ☒

Individual guidance is given by the media staff through  
 individualized materials lists  
 help in the location of materials  
 help in the selection of materials

110. ☒ ☒ ☒  
 111. ☒ ☒ ☒  
 112. ☒ ☒ ☒

The media staff engages in a program of  
 reading guidance  
 viewing guidance (visual literacy)  
 listening guidance  
 improvement of study habits  
 development of critical thinking

113. ☒ ☒ ☒  
 114. ☒ ☒ ☒  
 115. ☒ ☒ ☒  
 116. ☒ ☒ ☒  
 117. ☒ ☒ ☒

118. ☒ ☒ ☒ Help is given when AV equipment problems arise.

## PLANNING SERVICES

M T S

- Media center staff assists teachers in unit planning by
- 119. X X consulting *in advance* of unit presentation
  - 120. X X assisting in analysis of learning tasks
  - 121. X X helping formulate behavioral objectives
  - 122. X X gathering materials
  - 123. X X preparing bibliographies
  - 124. X X suggesting materials of appropriate difficulty
  - 125. X X suggesting materials of varying interest levels
  - 126. X X The media specialist consults with the curriculum committee

## ACQUISITION SERVICES

M T S

- Inter-library loans for *teachers* are provided from
- 127. X X the district center collection
  - 128. X X other school media centers in the district
  - 129. X X public libraries in the area
  - 130. X X academic libraries in the area
  - 131. X X rental libraries
  - 132. X X regional libraries

- Inter-library loans for *students* are provided from
- 133. X X the district center collection
  - 134. X X other school media centers in the district
  - 135. X X public libraries in the area
  - 136. X X academic libraries in the area
  - 137. X X rental libraries
  - 138. X X regional libraries

- The media staff purchases materials
- 139. X X on recommendation of the teachers
  - 140. X X on recommendation of the students

- The media staff provides for the purpose of purchasing
- 141. X X teacher previewing
  - 142. X X student previewing
  - 143. X X producers' catalogs
  - 144. X X published evaluations of materials
  - 145. X X published evaluations of equipment

- The media staff orders
- 146. X X materials only at specified times
  - 147. X X individual orders upon request

# PRODUCTION SERVICES

M T S

Which are produced by your *school* media staff?

- 148. ☒ ☒ ☒ graphics (lettering, poster making, etc.)
- 149. ☒ ☒ ☒ slides
- 150. ☒ ☒ ☒ videotapes
- 151. ☒ ☒ ☒ tape recordings
- 152. ☒ ☒ ☒ 8mm films
- 153. ☒ ☒ ☒ radio programs
- 154. ☒ ☒ ☒ 16mm films
- 155. ☒ ☒ ☒ puppets
- 156. ☒ ☒ ☒ models and dioramas
- 157. ☒ ☒ ☒ transparencies
- 158. ☒ ☒ ☒ kits
- 159. ☒ ☒ ☒ games
- 160. ☒ ☒ ☒ filmstrips
- 161. ☒ ☒ ☒ learning packages
- 162. ☒ ☒ ☒ photocopies
- 163. ☒ ☒ ☒ mounted materials
- 164. ☒ ☒ ☒ laminated materials
- 165. ☒ ☒ ☒ printed or duplicated materials
- 166. ☒ ☒ ☒ computer-assisted instruction
- 167. ☒ ☒ ☒ programmed instruction
- 168. ☒ ☒ ☒ computer programming

Which are produced by your *district* media staff?

- 169. ☒ ☒ graphics (lettering, poster making, etc.)
- 170. ☒ ☒ slides
- 171. ☒ ☒ videotapes
- 172. ☒ ☒ tape recordings
- 173. ☒ ☒ 8mm films
- 174. ☒ ☒ radio programs
- 175. ☒ ☒ 16mm films
- 176. ☒ ☒ puppets
- 177. ☒ ☒ models and dioramas
- 178. ☒ ☒ transparencies
- 179. ☒ ☒ kits
- 180. ☒ ☒ games
- 181. ☒ ☒ filmstrips
- 182. ☒ ☒ learning packages
- 183. ☒ ☒ photocopies
- 184. ☒ ☒ mounted materials
- 185. ☒ ☒ laminated materials
- 186. ☒ ☒ printed or duplicated materials
- 187. ☒ ☒ computer-assisted instruction
- 188. ☒ ☒ programmed instruction
- 189. ☒ ☒ computer programming

## PRODUCTION SERVICES (cont.)

M T S

Teachers who want locally produced AV materials are provided

- |      |   |   |  |   |
|------|---|---|--|---|
| 190. | X | X |  | facilities and equipment                  |
| 191. | X | X |  | supplies                                  |
| 192. | X | X |  | help from the media staff                 |
| 193. | X | X |  | the finished product from the media staff |

Students who want locally produced AV materials are provided

- |      |   |  |   |   |
|------|---|--|---|---|
| 194. | X |  | X | facilities and equipment                  |
| 195. | X |  | X | supplies                                  |
| 196. | X |  | X | help from the media staff                 |
| 197. | X |  | X | the finished product from the media staff |

## EVALUATION SERVICES

M T S

The media center collection provides

- |      |   |   |   |   |
|------|---|---|---|---|
| 198. | X | X | X | a variety of media to meet user needs   |
| 199. | X | X | X | current material                        |
| 200. | X | X | X | enough material for the number of users |
| 201. | X | X | X | quality materials                       |

Together, teachers and media staff evaluate the success of

- |      |   |   |  |   |
|------|---|---|--|---|
| 202. | X | X |  | class projects involving the media center       |
| 203. | X | X |  | small group projects involving the media center |
| 204. | X | X |  | individual projects involving the media center  |
| 205. | X | X |  | library skills training for students            |
| 206. | X | X |  | jointly planned units of instruction            |

The media staff provides *students* opportunities to evaluate

- |      |   |  |   |                          |
|------|---|--|---|--------------------------|
| 207. | X |  | X | the materials collection |
| 208. | X |  | X | media center services    |
| 209. | X |  | X | media center facilities  |
| 210. | X |  | X | media center policies    |

The media staff provides *teachers* opportunities to evaluate

- |      |   |   |  |                          |
|------|---|---|--|--------------------------|
| 211. | X | X |  | the materials collection |
| 212. | X | X |  | media center services    |
| 213. | X | X |  | media center facilities  |
| 214. | X | X |  | media center policies    |

## ACTIVITY SERVICES

### M T S

#### In the media center, students

- |     |   |   |   |   |
|-----|---|---|---|---|
| 215 | X | - | X | read or look at books                               |
| 216 | X | - | X | read magazines and newspapers                       |
| 217 | X | - | X | look at AV materials in large groups                |
| 218 | X | - | X | look at AV materials in small groups                |
| 219 | X | - | X | look at AV materials as individuals                 |
| 220 | X | - | X | listen to recordings in large groups                |
| 221 | X | - | X | listen to recordings in small groups                |
| 222 | X | - | X | listen to recordings as individuals                 |
| 223 | X | - | X | make puppets and have puppet shows                  |
| 224 | X | - | X | listen to stories                                   |
| 225 | X | - | X | play games  |
| 226 | X | - | X | find materials and information for school subjects  |
| 227 | X | - | X | make AV materials                                   |
| 228 | X | - | X | make printed materials                              |
| 229 | X | - | X | tutor other students                                |
| 230 | X | - | X | observe animals or plants                           |
| 231 | X | - | X | meet, talk, or listen to community resource persons |
| 232 | X | - | X | select materials to borrow                          |
| 233 | X | - | X | learn to operate AV equipment                       |
| 234 | X | - | X | study with other students                           |
| 235 | X | - | X | discuss materials                                   |
| 236 | X | - | X | participate in library clubs or media organizations |
| 237 | X | - | X | use computer-assisted instruction                   |
| 238 | X | - | X | view displays and exhibits                          |

#### In the media center, teachers

- |     |   |   |   |   |
|-----|---|---|---|---|
| 239 | X | X | - | have access to recreational materials   |
| 240 | X | X | - | socialize with colleagues               |
| 241 | X | X | - | have a place to 'get away from it all'  |
| 242 | X | X | - | engage in unit planning with colleagues |
| 243 | X | X | - | eat and drink                           |

## ELEMENTARY ITEM SELECTION SHEETS

If you wish to use Purdue's computer facilities to assist you in producing individualized questionnaires and data analysis, return these ITEM SELECTION SHEETS to Dr. Janet Stroud at Purdue University.

Check the items you would like the media staff, teachers, and students to evaluate. If you want the administrative staff included, they will be answering the media staff questionnaire. Try to select the number of items for teachers and students that you feel they will have time to answer.

NAME \_\_\_\_\_

School name and address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Approximate number of teachers in your building \_\_\_\_\_

Number of home rooms or sections in each grade from which you wish to gather data. We do not recommend collecting data below the second grade.

_____ 2	_____ 5	_____ 8	_____ 12
_____ 3	_____ 6	_____ 9	_____ 12
_____ 4	_____ 7	_____ 10	

Approximate number of students in each section \_\_\_\_\_

Please list below all paid library and AV staff

Name \_\_\_\_\_

Position (Professional, technical, clerical) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return these ITEM SELECTION SHEETS to \_\_\_\_\_

Dr. Janet G. Stroud  
Media Sciences  
Education Building 112  
Purdue University  
West Lafayette, IN 47097

# ACCESSIBILITY

	MS	T	S
1.	—	—	—
2.	—	—	—
3.	—	—	—
4.	—	—	—
5.	—	—	—
6.	—	—	—
7.	—	—	—
8.	—	—	—
9.	—	—	—
10.	—	—	—
11.	—	—	—
12.	—	—	—
13.	—	—	—
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	MS	T	S
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31.	—	—	—
32.	—	—	—
33.	—	—	—
34.	—	—	—
35.	—	—	—
36.	—	—	—
37.	—	—	—

## AWARENESS

	MS	T	S
38.	—	—	—
39.	—	—	—
40.	—	—	—
41.	—	—	—
42.	—	—	—
43.	—	—	—
44.	—	—	—
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56.	—	—	—

	MS	T	S
57.	—	—	—
58.	—	—	—
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60.	—	—	—
61.	—	—	—
62.	—	—	—

## PROFESSIONAL

	MS	T	S
63.	—	—	—
64.	—	—	—
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66.	—	—	—
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80.	—	—	—
81.	—	—	—





MS T S

MS T S

MS T S

165. — — —

195. — — —

221. — — —

166. — — —

196. — — —

222. — — —

167. — — —

197. — — —

223. — — —

168. — — —

224. — — —

169. — — —

EVALUATION

225. — — —

170. — — —

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PLEASE RETURN TO:

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Dr. Janet G. Stroud  
 Media Sciences  
 Education Building 112  
 Purdue University  
 West Lafayette, IN 47907

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# PSES

## PURDUE SELF-EVALUATION SYSTEM FOR SCHOOL MEDIA CENTERS

Elementary School  
Student Catalog

by

DAVID V. LOERTSCHER

and

JANET G. STROUD

## ACCESSIBILITY SERVICES – Student Catalog

The media center is used for

7. club or student meetings

I use the media center

21. before school
22. after school

I take home from the media center

25. books
26. AV materials
27. AV equipment

For use in school, I check out

28. books
29. AV materials
30. AV equipment

32. I have time to go to the media center.
34. The media center's books are in good condition.
35. The media center's AV materials are in good condition.
36. The media center's AV equipment is in good condition.
37. I use AV equipment in the media center.

## AWARENESS SERVICES – Student Catalog

The media staff tells me about

45. new AV equipment in the media center
46. new books and AV materials in the media center
47. materials I can get from the district media center (library)
48. materials I can get from other libraries in my city
49. people and places I can visit near my home
50. things I can do in the media center
51. new things I can do in the media center

## PROFESSIONAL SERVICES – Student Catalog

The media staff helps me

80. with my problems

## UTILIZATION SERVICES – Student Catalog

The media staff helps me by

92. answering easy questions (e.g., who wrote *Charlotte's Web*?)
93. answering harder questions
94. asking me to try to answer my own questions
95. sending me to people or places outside the media center

The media staff helps my group by

106. talking about fun things to read or look at
107. telling me about things I can use for class
108. giving me a list of books or AV materials
109. having bulletin boards

The media staff helps me

110. by giving me a list of books or AV materials
111. find books and AV materials
112. choose books or AV materials

118. I receive help when AV equipment will not work.

## ACQUISITION SERVICES – Student Catalog

The media staff will get me books or AV materials from

133. the district media center
134. other school media centers
135. the public library
136. the college library

The media staff will

140. buy things I ask for

## PRODUCTION SERVICES – Student Catalog

Our school media center makes

148. graphics (lettering, signs, posters, etc.)
149. slides
150. videotapes (television programs)
151. tape recordings
152. 8mm films
153. radio programs
154. 16mm films
155. puppets
156. models and dioramas
157. transparencies
158. kits
159. games
160. filmstrips
161. learning packages
162. photocopies

## PRODUCTION SERVICES — Student Catalog (cont.)

Our school media center makes

163. mounted materials
164. laminated materials
165. printed or duplicated materials
166. computer-assisted instruction
167. programmed instruction
168. computer programs

If I want AV materials made, the media staff

194. gives me space and equipment
195. gives me supplies
196. gives me help
197. does it for me

## EVALUATION SERVICES — Student Catalog

The media center collection has

198. many kinds of things to help me
199. new material
200. enough books and AV materials for everybody to use
201. good books and AV materials

The media staff gives me a chance to say what I like or don't like about

207. the books or AV materials in the media center
208. the things I can do in the media center
209. media center chairs, tables, shelves, places to work, etc.
210. media center rules

## ACTIVITY SERVICES — Student Catalog

In the media center, I

215. read or look at books
216. read magazines and newspapers
217. look at AV materials in large groups
218. look at AV materials in small groups
219. look at AV materials by myself
220. listen to recordings in large groups
221. listen to recordings in small groups
222. listen to recordings by myself
223. make puppets and have puppet shows
224. listen to stories
225. play games
226. find materials and information for school subjects
227. make AV materials
228. make printed materials
229. help other students
30. see animals or plants

## ACTIVITY SERVICES -- Student Catalog (cont.)

In the media center, I

- 231. meet, talk, or listen to visitors
- 232. select materials to borrow
- 233. learn to operate AV equipment
- 234. study with other students
- 235. discuss materials
- 236. meet with library or media clubs
- 237. use computers for school work
- 238. look at bulletin boards or displays

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